



Community Development Services
Planning Division
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

**RESIDENTIAL
ADDITIONS OR REMODELS**

PERMIT APPLICATION REQUIREMENTS

3-5 Business Day Review Time

No fees are due or will be accepted at time of application.
You will be notified immediately if your application submittal is incomplete.

Review Time does not begin until we receive a complete Application Packet which includes:

- ☐ **Application Form** – All items must be fully completed and either typewritten or printed in ink. The application must be signed.
- ☐ **Affirmation of Notification** – Must be completed and signed. If approval from the HOA has already been given, please include a copy of that approval.
- ☐ **Submittal Checklist** – All items must be fully completed and either typewritten or printed in ink.
- ☐ **Site Plan (8 ½"x11" or 11"x17")** – If this is an addition, you must provide a site plan showing the location and dimensions of the structure you are proposing and the distance from the structure to property lines and any other structures. Show known easements & setbacks. This can be done by just using a copy of the plot plan/mortgage survey, or you may draw this plan yourself.
- ☐ **Construction Plans & Specifications (8 ½"x11" or 11"x17")** – Complete construction plans should be submitted. Drawings may be done professionally or drawn by hand and should include the following:
 1. **Basic Floor Plan** showing dimensions, doors, windows and, if applicable, built-in counters/furniture.
 2. **Electrical Plan (if included)** showing receptacles, lighting, electrical appliances, etc.. (See Structure Design Reference D)
 3. **Plumbing Plan (if included)** showing plumbing fixtures and sanitary sewer lines layout with sizes and details. (See Structure Design Reference F)
 4. **HVAC Plan (if included)** showing HVAC layout, sizes and system specifications. (See Structure Design Reference E)
 5. **Basic Elevation View** showing addition/remodel views with dimension from existing grade to peak, material finishes, etc.
 6. **Roof Framing Plan** (if field framing or multiple trusses and directions being used) showing rafters/trusses, ridge, supporting headers/beams, posts/columns with sizes and dimensional and spacing information. (See Structure Design Reference C)
 7. If applicable, a **Foundation Plan** showing dimensions of the layout and specifications of footings, column piers/pads. All foundations will require a footing inspection. (See Structure Design Reference A)
 8. If applicable, **Certified Truss/Engineered Beam** drawings and specifications. (See Structure Design Reference B)
 9. **Typical Wall Section** which shows foundation details, wall details, structure and connection details, roof framing details, dimensioning and specifications, and, if heated, insulation specifications. (See Structure Design Reference H)
- ☐ **Energy Code Compliance Information** (See attached document and Structure Design Reference E)

FEES DUE AT TIME OF PERMIT ISSUANCE

Addition	\$100 base fee plus \$0.05 per square foot	
Remodel	One Trade: Structural, Electrical, Plumbing, or Mechanical	\$ 75
	Combination of two or more trades	\$150



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying **plans and specifications**, which improvement is to be located as shown on the accompanying **plot plan**. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name of Applicant _____ Phone _____

3) Address of Location to be Improved _____
Lot Number _____ in _____ Subdivision

4) Kind of Building Permit **RESRM** - Remodel
(circle one) **RESAD** - Addition

5) If **remodel**, type of work included
☐ Structural ☐ Plumbing ☐ Electrical ☐ Mechanical

If **addition**: Size of Addition _____ TOTAL sq. ft.

Staff Use	
PERMIT FEE	\$ _____
TECH FEE (1)	\$10.00
TOTAL FEE	\$ _____

7) Approximate Price of Project \$ _____

8) Name and address of building contractor (If applicable):

9) Contact Person (if different than applicant): _____
Phone Numbers: Home or Office _____ Cell _____

10) Energy Code Requirements met by: ☐ Prescriptive Path ☐ Performance Path
(see additional information attached) (Provide Documentation)

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)

TO BE COMPLETED BY BUILDING DIVISION STAFF

Airspace Zone?	_____ Yes	_____ No	Is Property in Floodway?	_____ Yes	_____ No
Eastside TIF Area?	_____ Yes	_____ No	Is Property in Floodway Fringe?	_____ Yes	_____ No
US 31/Fry TIF Area?	_____ Yes	_____ No	Is Building in Floodway/Fringe?	_____ Yes	_____ No

Parcel No. 41-_____-_____-_____-_____._____-_____- School:_____ Library:_____ WRTFD:_____



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AFFIRMATION OF NOTIFICATION
Homeowner's Association and/or Architectural Control Committee

The City of Greenwood Municipal Code, Chapter 10, Article 8, Sec. 10-130 Improvement Location Permits, Subsection 8.03.05 Subdivision Covenants, states:

"The City of Greenwood shall not be a part of, nor be responsible for enforcement of, subdivision covenants, excepting the following requirements:

- C. Before issuing a permit for construction the Building Commissioner shall require the applicant to affirm in writing that the proper "Architectural Control Committee" for the subdivision in which the proposed dwelling or accessory building is to be built has been sent notice of the development proposal.*
- D. Final Authority for issuing a permit shall, in all cases, rest with the Building Commissioner."*

Name of Subdivision: _____

Please check one:

- ☐ A Homeowner's Association and/or Architectural Control Committee **does not exist** for this subdivision.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **is inactive or is no longer in existence**.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has approved** the construction plans I am submitting for building permit approval.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified, but has not yet approved** the construction plans I am submitting for building permit approval.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has denied approval for this project**.

Signature: _____

Date: _____

Printed Name: _____



Submittal Checklist

Residential Addition or Remodel

Office of the Building Commissioner, City of Greenwood

☐ Yes ☐ No

Will this project include an attached Garage?

If Yes, see Structure Design Reference I for information about separation.

☐ Yes ☐ No

Will the proposed addition's architectural design and construction material harmonize with the primary structure? (if applicable)

The City must verify that the exterior materials and architectural character of proposed improvements conform to the requirements of the subdivision covenants.

☐ Yes ☐ No

Will this project include electrical work?

If Yes, see Structure Design Reference D.

☐ Yes ☐ No

Will this project include Mechanical (HVAC) work?

If Yes, the structure will be required to meet the new Energy Code.
(Structure Design References E)

☐ Yes ☐ No

Will this project include any plumbing? (Structure Design Reference F)



Structural Design References

Residential Addition or Remodel

Office of the Building Commissioner, City of Greenwood

Unless otherwise specified, all referenced code sections, tables, and chapters are from the:

Indiana Residential Code 2005 Edition
(2003 International Residential Code with Indiana Amendments)

- A.** The foundation footing must bear below the frost line on undisturbed natural soils or engineered fill. (*Table R309*)(*Sections R309.5.1, R403.1, R403.1.1, R403.1.3.2, R403.1.4, R403.1.4.1, R403.1.6*)
- B.** Framing and beam sizes shall be within allowable support spans and meet minimum bearing requirements. Header spans greater than 7'-11" will require an Engineered LVL beam with the engineering data to be submitted with the application. (*Table R502.5(1)*)(*Sections R502.3, R502.3.2, R502.3.3, R502.5, R502.6, R502.6.1, R502.6.2*)
- C.** Roof and ceiling framing should be constructed to comply with *R802.1.4, R802.2 to R802.6, R802.10, R802.11, R803.1, R806, R807, R902.1, R903.1, R903.2, R903.2.1, R904, R905*. If you are using roof trusses on the project, you must supply the engineered truss shop drawings with your application.
- D.** Electrical Service must be constructed to comply with *Table 309*. Must also comply with *Chapters 33-40*. (*Table E3503.1, Figure 3305.1, Sections E3301.4, E3306.3, E3306.4, E3501.6.2, E3503.2, E3504, E3507.1, E3606.2, E3702, E3703, E3802.2, E3803.3*)
- E.** Heated structures must be constructed to comply with the 2012 Indiana Energy Code. You may find this at the State of Indiana website, <http://www.in.gov/legislative/iac/T06750/A00140.pdf>. The Energy Code (*Chapter 11, Section N1100*) is located on pages 99-109 of these amendments. You may also find more information on the requirements on our website, www.greenwood.in.gov, and from *Chapters 13-24*. (*Table 309, footnote 1, Indiana Amendment*) **Also see attached Summary Sheet**
- F.** Plumbing installations must be constructed to comply with *Chapters 25-31*. (*Table 309, footnote 1, Indiana Amendment*)
- G.** Floor slab must be constructed to meet *Table 402.2, Section R506*.
- H.** Wall framing shall be constructed according to *R403.1.6, Section R602, R703.7 to R703.10.2*.
- I.** SEPARATION INFO

TABLE B
SINGLE FAMILY DISTRICTS
MINIMUM AREA REQUIREMENTS

ZONING DISTRICT	LOT AREA (FT ²)	USABLE LIVING FLOOR AREA (FT ²)	MINIMUM GROUND LEVEL (FT ²)	FRONT LOT WIDTH (LINEAL)	FRONT YARD SETBACK (LINEAL)	SIDE YARD SETBACK (LINEAL)	REAR YARD SETBACK (LINEAL)	MAXIMUM LOT COVER (%)	MINIMUM OFF STREET PARKING	MINIMUM BUILDING HEIGHT (LINEAL)	ACCESSORY BUILDING SIDE/REAR SETBACK (LINEAL)
SF	43,560*	1,800	900	100	See Table B-2	12	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	8"
R-1	15,000*	1,800	1,000	90	See Table B-2	10	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	8'
R-2	12,000*	1,700	900	80	See Table B-2	10	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	5'
R-2A	9,000**	1,500	750	70	See Table B-2	8	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	5'
R-2B	6,500**	1,300	700	55	See Table B-2	8	20 ft. or 20% whichever is least	50%	2	3 stories or 35' whichever is least	5"
AG	87,120	1,800	900	100	See Table B-2	12	20 ft. or 20% whichever is least	25%	2	3 stories or 35' whichever is least***	5"

*These minimums conditional subject to service by public sanitary sewer. (1993 *Greenwood Municipal Code*, Appendix A, Article 5, Table B)

**Lot area minimum 23,000 square feet if private sanitary system utilized.

***Buildings associated with an agricultural enterprise in the AG District exempt from height limitation.

(Ord. 02-01, §4 add R-2B, 2-18-02; Ord. 07-01, §6 add AG, 3-19-07)

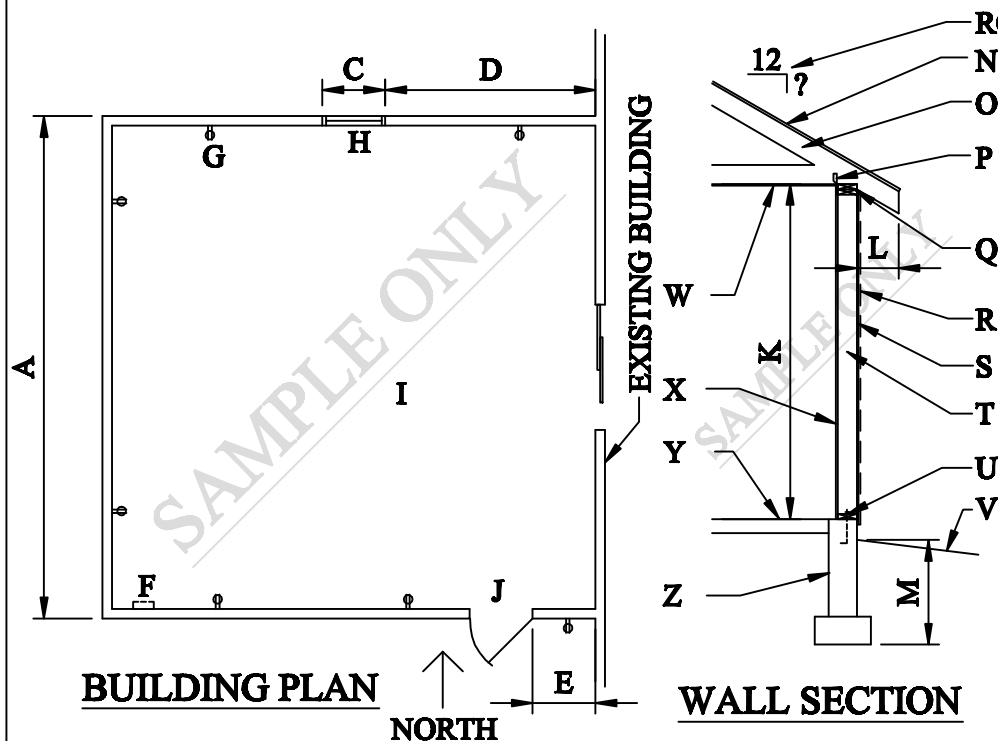
TABLE B-2
MINIMUM RESIDENTIAL AND COMMERCIAL
FRONT YARD SET-BACK REQUIREMENTS

Zoning Dist. and Use	Interstate Highway	State Highway	Primary Arterial 120' row	Secondary Arterial 120' row	Collector St. 70' row	Local Street 60' row	Cul-de-Sac Street 60' row
SF	50'	50'	45'	40'	35'	25'	25'
AG	50'	50'	45'	40'	35'	25'	25'
R-1	50'	50'	45'	40'	35'	25'	25'
R-2	50'	50'	45'	40'	35'	25'	25'
R-2A	50'	50'	45'	40'	35'	25'	25'
R-2B	50'	50'	45'	40'	35'	25'	25'
Single R-3	50'	50'	45'	40'	35'	25'	25'
Double R-3	50'	50'	45'	40'	35'	25'	25'
Multi R-3	50'	50'	45'	40'	35'	25'	25'
Single R-4	50'	50'	45'	40'	35'	25'	25'
Double R-4	50'	50'	45'	40'	35'	25'	25'
Multi R-4	50'	50'	45'	40'	35'	25'	25'
R-6 (Ext. Park Boundaries)	50'	50'	45'	40'	35'	35'	35'
B-1	50'	50'	45'	40'	35'	35'	35'
C-1	50'	50'	45'	40'	35'	35'	35'
C-2	50'	50'	45'	40'	35'	35'	35'
C-3	50'	50'	45'	40'	35'	35'	35'
I-1	50'	50'	45'	40'	35'	35'	35'
I-2	50'	50'	45'	40'	35'	35'	35'
FH	50'	50'	45'	40'	35'	35'	35'

(Ord. 09-11, §2, 2-16-09)

- Notes:**
- (1) The above shown setbacks are considered to be minimums. The Plan Commission may prescribe greater setbacks if either the proposed Use or the conditions of the area, in the discretion of the Commission, Warrant such greater setbacks.
 - (2) The minimum required front setback shall be measured from the street right-of-way line to any portion of any structure.
 - (3) The above setbacks apply to new construction. Construction in areas where setbacks have been established by existing structures may Be guided by the requirements in paragraph 6.11.04 of this ordinance.

(Ord. 02-01, §5 Add R-2B, 2-18-02; Ord. 07-01, §6 add AG, 3-19-07)



INDEX:

- A= BUILDING WIDTH
 B= BUILDING LENGTH
 C= WINDOW WIDTH
 D= DISTANCE TO WINDOW
 E= DISTANCE TO DOOR
 F= PANEL LOCATION, IF APPLICABLE
 G= ELECT. OUTLETS, IF APPLICABLE
 H= WINDOW TYPE & SIZE
 I= FLOOR INFO & DESCRIPTION
 J= DOOR TYPE & SIZE
 K= WALL HT./ ROOF BEARING
 L= OVERHANG WIDTH
 M= FOOTING DEPTH FROM GRADE
 N= ROOFING FINISH & UNDERLAYMENT
 O= ROOF TRUSS OR RAFTER FRAMING SIZE & SPACING
 P= ROOF FRAMING STRUCTURAL CONNECTION
 Q= DOUBLE 2x TOP PLATE
 R= SIDING FINISH
 S= SHEATHING/ UNDERLAYMENT INFO
 T= WALL FRAMING SIZE & SPACING
 U= SILL PLATE INFO & ANCHOR SIZING & SPACING
 V= EXIST. GRADE
 W= CLG. FINISH, IF APPLICABLE
 X= WALL FINISH, IF APPLICABLE
 Y= FLOOR CONSTRUCTION INFO
 Z= FOUNDATION/ FOOTING CONSTRUCTION INFO
 AA= HT. OF PEAK FROM GRADE
 BB= HT. OF WINDOW ABOVE FLOOR

PLAN NOTE:

IF THE BUILDING IS HEATED/COOLED, SHOW LAYOUT ON PLANS AS WELL. IF THE BUILDING HAS PLUMBING YOU NEED TO PROVIDE PLUMBING LAYOUT PLAN AS WELL. IF THE BUILDING HAS ELECTRICAL NEED TO PROVIDE AN ELECTRICAL/LIGHTING PLAN.